



# **INPATIENT MEDICATIONS (IM)**

## **PHARMACIST'S USER MANUAL**

Version 5.0  
December 1997

(Revised April 2003)



# Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
04/03	Title, i, ii, 38-39	PSJ*5*95	Updated the Title Page and Revision History Page. The default device for the <i>Pre-Exchange Units Report</i> is the PRE-EXCHANGE REPORT DEVICE field in the INPATIENT WARD PARAMETER file.
01/03	Title, i-vi, viii, 1-4, 7, 10, 14, 15, 23-25, 33-36, 38-40, 43-54, 59-62, 68-71, 73-78, 81-84, 86-88, 93, 94, 96, 110, 111, 119, 120, 122, 123, 126-128, 131-134, 138-140, 143-145, 147, 149, 162, 163, 167, 178, 181, 192, 205-213	PSJ*5*85	Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. A patient's crises, warnings, allergies, and directives are displayed on the patient profile and order view. A hidden action, CWAD, is also added. The ability to flag an order for clarification and to display an order that was flagged in CPRS is available. A new action, Flag, is available to include any comments associated with the flagged order. The Nature of Order or Electronic Signature abbreviations are displayed beside the Provider's Name on the order. When a patient has not been assessed with allergy information, the display, "No Allergy Assessment" will be included in the Patient Information area. The <i>Barcode ID – Return and Destroy (IV)</i> option is available to allow the pharmacist to scan or enter the Bar Code ID to return and/or destroy the IV medication. Included pages for double-sided printing.
05/02	All	PSJ*5*58	Updated this manual to include the IV functionality and BCMA – CPRS Med Order Button enhancements released with the BCMA V. 2.0 project.
01/02	Title, i–viii, 1, 2, 19, 20, 21, 22, 121, 122, 148a, 148b, 149-154, 191-199	PSJ*5*65	Updated the Title Page, Revision History Page, Table of Contents, Menu Tree, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. The default Schedule Type determinations were updated for new orders and orders entered through CPRS and finished by pharmacy. A new option and report, Free Text Dosage Report, was added to the Unit Dose Reports. Included pages for double-sided printing.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Schedule Type and Stop Date/Time were updated to include the ward and system parameters used in the determination of the stop date for one-time orders. Included pages for double-sided printing.

<b>Date</b>	<b>Revised Pages</b>	<b>Patch Number</b>	<b>Description</b>
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Pharmacist's User Manual.

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “\*N/F\*” beside the Dispense Drug or Orderable Item.

#### 4.1.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA Virtual Due List (VDL), etc. If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number.



AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

#### Example: Verify an Order

Inpatient Order Entry		Mar 07, 2002@13:03:55		Page: 1 of 1	
ABC, PATIENT		Ward: ONE EAST			
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 05/03/00			
Dx: TESTING		Last transferred: *****			
- - - - - A C T I V E - - - - -					
1 d->in 5% DEXTROSE 50 ML 125 ml/hr		C	03/06	03/06	E
2 CEPHAPIRIN 1 GM		C	03/04	03/09	A
in DEXTROSE 5% IN N. SALINE 1000 ML QID					
3 d->ASPIRIN CAP, ORAL		O	03/07	03/07	E
Give: 650MG PO NOW					
- - - - - P E N D I N G - - - - -					
4 in DEXTROSE 10% 1000 ML 125 ml/hr		?	*****	*****	P
Enter ?? for more actions					
PI Patient Information		SO Select Order			
PU Patient Record Update		NO New Order Entry			
Select Action: Quit//	3				

-----report continues-----

### Example: Verify an Order (continued)

EXPIRED UNIT DOSE (DONE)	Mar 07, 2002@13:05:07	Page:	1 of 2
--------------------------	-----------------------	-------	--------

  

ABC, PATIENT	Ward: ONE EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) :	( )
DOB: 08/18/20 (81)		Wt (kg) :	( )

  

* (1) Orderable Item: ASPIRIN CAP, ORAL	<DIN>	
Instructions: 650MG		
* (2) Dosage Ordered: 650MG		
	* (3) Start: 03/07/02 12:57	
* (4) Med Route: ORAL (BY MOUTH)		
BCMA ORDER LAST ACTION: 03/07/02 12:59 Given	* (5) Stop: 03/07/02 12:57	
(6) Schedule Type: ONE TIME		
* (8) Schedule: NOW		
(9) Admin Times:		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]	(7) Self Med: NO	
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	

  

+ Enter ?? for more actions		
DC (Discontinue)	ED (Edit)	AL Activity Logs
HD (Hold)	RN (Renew)	
FL Flag		VF Verify
Select Item(s): Next Screen// <b>VF</b> Verify		

  

WARNING: Dosage Ordered and Dispense Units do not match.  
Please verify Dosage.

  

Would you like to continue verifying the order? Yes// **<Enter>** YES  
...a few moments, please....

  

Pre-Exchange DOSES: 0// **<Enter>**

  

ORDER VERIFIED.

  

Enter RETURN to continue or '^' to exit: **<Enter>**

  

Select one of the following:

Y	Yes
N	No

  

Do you want to enter a Progress Note: No// **<Enter>**

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “\*N/F\*” beside the Dispense Drug or Orderable Item.

When orders have been verified, the pharmacist must provide information for the *Pre-Exchange Units Report*. After verifying an order, the user is prompted to identify the number of units required before the next cart exchange (pre-exchange units). Information will be requested for each order that has been verified. When the user finishes entering new orders, a *Pre-Exchange Report* will be printed. The report lists the patients’ name, ward location, room and bed, Orderable Item, Dispense Drug, and pre-exchange needs for each order. This report can be printed to the screen or queued to print on a printer. It is advisable that the user prints a copy on the printer. The default device for the *Pre-Exchange Units Report* is the PRE-EXCHANGE REPORT DEVICE field in the INPATIENT WARD PARAMETER file. If the pharmacist enters an output device that is different from the device in this file, an option to override the field and define a temporary device for the remainder of this session is displayed. Once the user exits this option, the report cannot be reprinted.



The user will have the ability to enter a Progress Note for a “DONE” priority order.

#### 4.1.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order’s Activity Log recording the user who placed/removed the order from hold and when the action was taken.

##### Example: Place an Order on Hold

ACTIVE UNIT DOSE	Feb 25, 2001@21:25:50	Page: 1 of 2
ABC, PATIENT Ward: 1 EAST		
PID: 123-45-9111	Room-Bed: B-12	Ht (cm) : _____ ( _____ )
DOB: 08/18/20 (80)		Wt (kg) : _____ ( _____ )
*(1) Orderable Item: ASPIRIN TAB <span style="float: right;">&lt;DIN&gt;</span> Instructions: *(2) Dosage Ordered: 650MG *(3) Start: 02/26/01 14:40 *(4) Med Route: ORAL *(5) Stop: 02/28/01 24:00 (6) Schedule Type: CONTINUOUS *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS, PROVIDER [es] (7) Self Med: NO (11) Special Instructions: (12) Dispense Drug U/D Inactive Date ASPIRIN BUFFERED 325MG TAB 2		
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen// <b>HD</b> Hold		
Do you wish to place this order 'ON HOLD'? Yes// <b>&lt;Enter&gt;</b> (Yes)		
NATURE OF ORDER: WRITTEN// <b>&lt;Enter&gt;</b> W...		
COMMENTS:		
1>TESTING		
2>		
EDIT Option: . <b>&lt;Enter&gt;</b>		
Enter RETURN to continue or '^' to exit: <b>&lt;Enter&gt;</b>		

-----report continues-----

### Example: Place an Order on Hold (continued)

HOLD UNIT DOSE	Feb 25, 2001@21:27:57	Page: 1 of 2
ABC, PATIENT	Ward: 1 EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ( )
DOB: 08/18/20 (80)		Wt (kg): ( )
* (1) Orderable Item: ASPIRIN TAB <DIN>		
Instructions:		
* (2) Dosage Ordered: 650MG		* (3) Start: 02/26/01 14:40
* (4) Med Route: ORAL		* (5) Stop: 02/28/01 24:00
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QD		
(9) Admin Times: 1440		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]	(7) Self Med: NO	
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL Flag	VF (Verify)	
Select Item(s): Next Screen// <Enter>		

HOLD UNIT DOSE	Feb 25, 2001@21:28:20	Page: 2 of 2
ABC, PATIENT	Ward: 1 EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ( )
DOB: 08/18/20 (80)		Wt (kg): ( )
+		
Entry By: INPATIENT-MEDS, PHARMACIST		
Entry Date: 02/25/01 21:25		
(13) Comments:		
TESTING		
Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL Flag	VF (Verify)	
Select Item(s): Quit// <Enter>		

Unit Dose Order Entry	Feb 25, 2001@21:30:15	Page: 1 of 1
ABC, PATIENT	Ward: 1 EAST	
PID: 123-45-9111	Room-Bed: B-12	Ht (cm): ( )
DOB: 08/18/20 (80)		Wt (kg): ( )
Sex: MALE	Admitted: 05/03/00	
Dx: TESTING	Last transferred: *****	
- - - - - A C T I V E - - - - -		
1 ASPIRIN TAB	C 02/26 02/28 H	
Give: 650MG ORAL QD		
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit//		